DOCUMENT RESUME

ED 123 960 HE 007 503

TITLE Mercyhurst College Faculty Handbook. 1975-76.
INSTITUTION Mercyhurst Coll., Erie, Pa.
PUB DATE Jul 75
NOTE 28p.

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS Administrative Organization; *Administrative Policy; Church Related Colleges; *College Faculty; Educational Objectives; Faculty Evaluation; Governance; *Higher Education; Liberal Arts; *Personnel Policy; *Private Colleges; Records (Forms); Teacher Responsibility
IDENTIFIERS *Faculty Handbooks; Mercyhurst College

ABSTRACT

College goals, administrative structure (with organizational chart), faculty personnel policies, and general college policies are included in this faculty handbook. Appendices contain the College Senate Constitution and faculty performance evaluation forms. (JT)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

MERCYHURST COLLEGE

FACULTY HANDBOOK

Revised July 1975

The *Faculty Handbook* of Mercyhurst College sets forth the organization and guidelines which govern the conduct and relationships among faculty and between faculty and other members of the college community. The policies and guidelines stated herein are designed to retain emphasis upon the importance of the individual, provide opportunity for professional development of persons within the college, and provide means whereby groups may work constructively to clarify and support the objectives of the college.

This publication should be considered in relationship to the *Student Handbook;* the college *Catalog; The Personnel Handbook for Administrative Employees* (July, 1974); *The Personnel Handbook for Staff Employees* (July, 1974); and the *Policies and Procedures Guide,* under preparation by the Vice President of Business Services.

Comments regarding the *Faculty Handbook* and suggestions concerning its improvement may be addressed to the appropriate Committee of the Senate, to the Dean of the College, or to my office.

President Marion L. Shane

TABLE OF CONTENTS

		Page
	Forward from the President	1
1.	**College Goals**	3
1.1	Purpose and Objectives	3
2.	**Administrative Structure**	4
2.1	Board of Trustees	4
2.2	Board of Associates	4
2.3	College Organization Chart	4
3.	**Academic Organization**	5
3.1	President	5
3.2	Vice President of Academic Services and Dean	5
3.3	Divisions	5
3.4	Departments	6
3.5	Programs	7
3.6	Faculty	7
4.	**Faculty Personnel Policies**	8
4.1	Faculty Ranks	8
4.2	Faculty Appointment	11
4.3	Faculty Reappointment	9
4.4	Faculty Retirement	11
4.5	Faculty Sabbatical Leave	11
4.6	Faculty Leaves of Absence	12
4.7	Faculty Salary Schedule	12
4.8	Faculty Fringe Benefits	12
4.9	Faculty Research and Development Fund	13
5.	**General College Policies**	14
5.1	Classroom Admission	14
5.2	Classroom Smoking	14
5.3	Classroom Attendance	14
5.4	Classroom Auditing	14
5.5	Course Examination Policies	14
5.6	Course Grade Reports	14
5.7	Course Off-Campus Trips	15
5.8	Course Syllabi	15
5.9	College Bookstore Services	15
5.10	College Health Services	15
5.11	College Library Services	15
5.12	College Media Services	15
5.13	College Purchase Requisitions	16
5.14	College Vehicles	16
5.15	Faculty Absences	16
5.16	Faculty Dining Services	16
5.17	Faculty Evaluations	16
5.18	Faculty Interview and Moving Expenses	17
5.19	Faculty Offices	17
5.20	Faculty Office Hours	17
5.21	Faculty Outside Employment	17
5.22	Faculty Parking	17
5.23	Faculty Part-Time	17
5.24	Faculty Salary Information	18
5.25	Faculty Secretarial Services	18
5.26	Faculty Travel and Conventions	18
6.	**Appendices**	18
6.1	College Senate Constitution	19
6.2	Evaluation of Faculty Performance—Form G	22
	I. Teaching Effectiveness	23
	II. Professional Activity	23
	III. College/Community Service	24
	IV. Recommendations	24
6.3	SIR Faculty Evaluation Form	Back Covers

1. COLLEGE GOALS

1.1 PURPOSE AND OBJECTIVES

The Preamble to the By-Laws of Mercyhurst College (approved Nov. 1971) contain this statement of purpose:

> As a direct responsibility of the Sisters of Mercy, Mercyhurst College has acquired stature as a private institution whose educational philosophy is best described as Christian Liberal Arts. Two tasks are implied in the term: the maintenance of a curriculum that forms minds to a right view of the universe and of man's place in it as a social and intelligent being; and the creation of a milieu in which Judean-Christian values are the accepted norms of behavior. Guided by this philosophy, and now willing to share these tasks, we Trustees of Mercyhurst College assume the responsibility of preparing students for participation in the conflicts and opportunities—political, social, and religious—of the contemporary scene .... the times demand that Mercyhurst College continue to educate men and women who, because they are free spirits, can inspire others to the pursuit of truth and beauty in the great universe of nature, of men and of God.

In May of 1973, the Task Force on Basic Directions of College Programs presented the following statement which was subsequently approved in principle by the Board of Trustees:

SINCE ITS ORIGIN, Mercyhurst College has been guided in its development by principles derived from an awareness of the person and teaching of Jesus Christ.

RESPONDING TO PRESENT TIMES, the College earnestly strives to humanize the society it serves: and to help each person, regardless of race, color, or religious belief, realize his or her individual fulfillment. Mercyhurst strongly affirms a commitment to its heritage while encouraging an objective presentation of views and preserving the individual's right to choose among alternatives.

A COMMUNITY OF TEACHERS AND LEARNERS WORKING TOGETHER, Mercyhurst College believes in the humanization of each individual through a free and open exchange of ideas toward an understanding of the meaning of life and the value of existence. The College is committed to the stimulation of the creative and intellectual potential of each person, and in the cultivation of a reflective yet free response to change, to the possibilities of creativity, to the needs of society, ultimately to the process of life itself.

THE COLLEGE THEREFORE DEDICATES ITSELF to educate men and women in an atmosphere where probing is desired, questioning is encouraged, and responding to the needs of self and others is supported. Its purpose is the development of each individual to his highest potential in creative thinking, doing, and behaving. It seeks to develop thinking-doers, sensitive to the needs of self and others.

WITH THESE BELIEFS UNDERLYING its educational purpose, Mercyhurst College looks toward the implementation of this philosophy in the development of its college community. To be effective, its educational mission will involve men and women in significant, or experiential learning. Such learning should possess the following characteristics:*

1. It has the quality of personal involvement. The whole person in both his feeling and cognitive aspects participates in the learning event.

2. It is self-initiated. Even when the impetus or stimulus comes from the outside, the sense of discovery, of reaching out, of grasping and comprehending, comes from within.

3. It is pervasive. It makes a difference in the behavior, the attitudes, perhaps even the personality of the learner.

4. It is evaluated by the learner. He knows whether it is meeting his need, whether it leads toward what he wants to know, whether it illuminates the dark area of ignorance he is experiencing.

5. Its essence is meaning. When such learning takes place, the element of meaning, whether creative, intellectual, or aesthetic, is built into the whole experience.

THIS LEARNING WILL RELATE knowledge and the development of competencies to values and career needs men and women face today and will face in the future.

IT LIKEWISE WILL PROVIDE A BASIS FOR reacting constructively to change: its success will be measured by the manner in which the learner interacts with his or her environment now and in the future.

*Rogers, Carl R., **Freedom to Learn: A View of What Education Might Become**, New York, 1969

2. ADMINISTRATIVE STRUCTURE

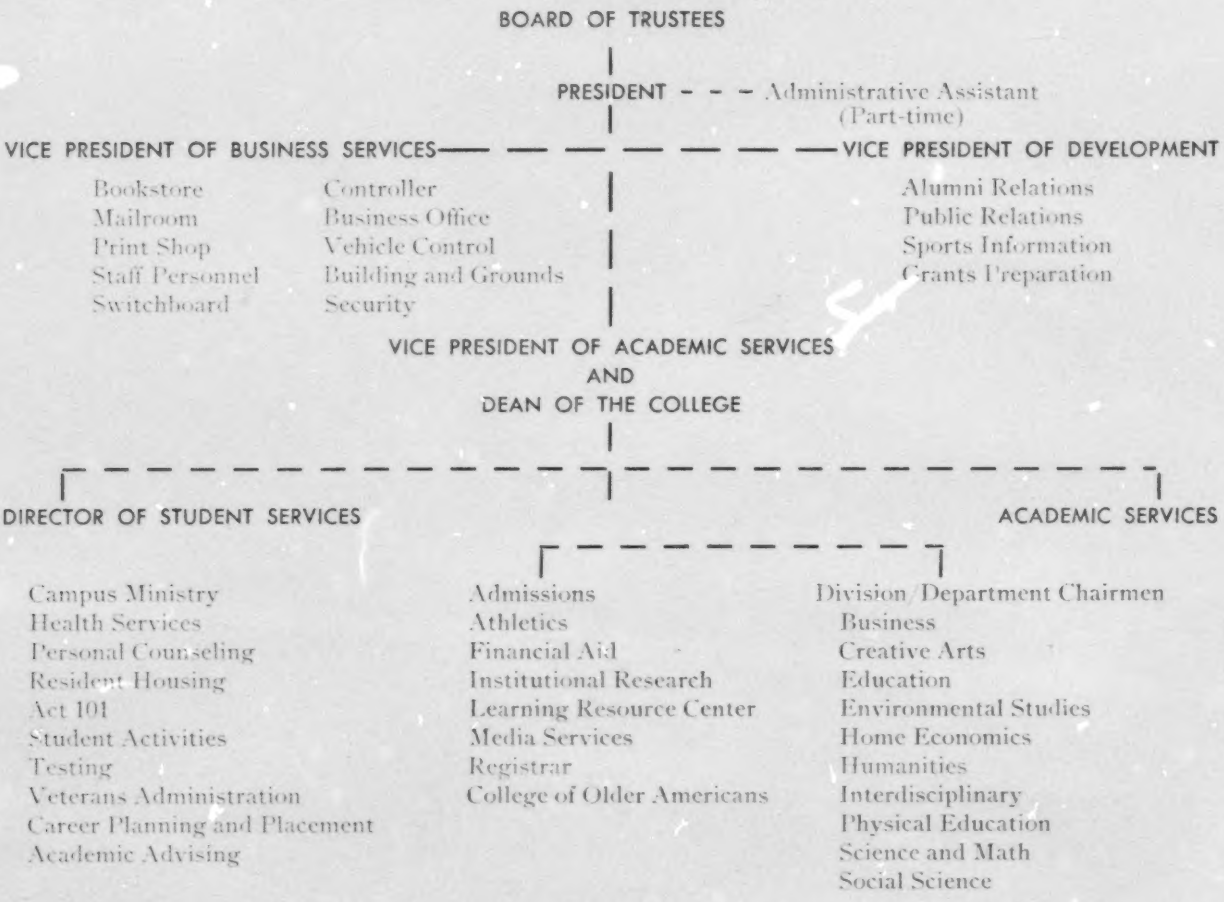
2.1 BOARD OF TRUSTEES

The ultimate responsibility and authority in the operation of Mercyhurst College rests with the Board of Trustees. There are twenty-five (25) Trustees on the Board, one-fourth of whom are chosen from the Sisters of Mercy. Three Trustees serve by virtue of their offices—the President of the College, the leader of the Sisters of Mercy, and the President of the College Senate. Trustees must be at least twenty-one years of age and serve terms of six years with the option of one re-election. The college community is directly represented on the Board by the President of R.U.S. (student gov.) and the Senate President. The Trustees normally meet four times a year in October, February, May and August. The activities of the Board are carried out through a committee system under the direction of an annually elected Chairman of the Board. With the advice of its committee, the President of the College, and the recommendation of the College Senate as accepted by the President of the College, the Board of Trustees approves the policies which govern the affairs of the College.

2.2 ASSOCIATES OF THE COLLEGE

In addition to the Board of Trustees, Mercyhurst also has an advisory group known as the Associates of the College. The Associates are chosen by the Board of Trustees and serve terms of three years with no limit set on re-election. Associates have no legal authority in the operation of the College and primarily concern themselves with ways and means of promoting expansion and development of the College by increasing revenues for current operations, endowments, scholarships and building projects. The significance of the Associates' role is reflected in the fact that the Board of Trustees often choose its members from the ranks of the Associates.

2.3 ADMINISTRATIVE STRUCTURE 1975-76



3. ACADEMIC ORGANIZATION

The Academic Organization of Mercyhurst College flows from the President of the College to the Vice President of Academic Services and Dean to the Divisional Chairman to the Department Director to the Program Director.

3.1 PRESIDENT OF THE COLLEGE

The President is the chief executive officer of the College. He is elected to his position by the Board of Trustees and is their representative to the College Community. The principal duties of the President as set forth in the College By-Laws are:

1. He shall attend all meetings of the Trustees and shall be, by virtue of his office, a member of all Trustee committees.
2. He shall at least annually report to the Trustees on the state of the College.
3. He shall organize and reorganize when necessary the administration and the faculty of the College.
4. He shall contract for and otherwise engage personnel necessary to the operation of the College.
5. He shall supervise the administration and faculty of the College.
6. He shall commend to the attention of the Trustees all matters as may advance the purposes for which the College is formed, and implement such decisions as may be made by the Trustees.
7. He shall encourage and provide for the creation of such committees, councils and associations as will aid the Trustees in the discharge of their duties to further the purposes of the College.
8. He shall represent the College in the academic and general communities.

3.2 VICE PRESIDENT OF ACADEMIC SERVICES AND DEAN OF COLLEGE

The Vice President of Academic Services and Dean is the principal Academic Officer of the College. He is appointed by the President with the approval of the Board of Trustees. The Vice President of Academic Services and Dean holds faculty rank. His primary responsibility is to oversee the development of a high level of qualitative programs which will serve the student's academic, social, physical and emotional needs. More specifically his duties include:

1. To coordinate and develop the academic programs of the College.
2. To oversee the record-keeping and scheduling of Academic programs and events.
3. To oversee the recruitment and admission of students to the College.
4. To oversee the Student Services Program of the College (including Athletic and Physical Activity, Counseling, Activities, Housing, Health, Placement, Ministry, Financial Aid, etc.).
5. To oversee operations and development of the Learning Resource Center.
6. To oversee operation and development of the Media Services.
7. To publish the College Catalogue of official College programs and policies.
8. To recruit and develop a qualified faculty.
9. To act in the absence of the President in such manner as to maintain the consistency of College and Presidential objectives.
10. To recommend students for graduation, honors, dismissal, etc., according to the standards determined by the College Senate; to interpret and enforce the academic regulations of the College.

3.3 DIVISIONS

The Divisions of the College include Creative Arts, Business, Home Economics, Humanities, Social Sciences, Education, and Natural Sciences and Mathematics. These seven divisions serve as the chief academic administrative units incorporating both Departments, which offer a degree, and Programs, which do not.

The Divisional Chairman holds a major administrative position by planning and coordinating the programs, faculty and facilities of several related disciplines. He reports directly to the Office of the Dean and is appointed by the Office of the Dean with the advice of the involved academic disciplines and subject to the approval of the College President. The term of office is for three years normally renewable for no more than three consecutive terms upon the advice of the Divisional faculty, the agreement of the Chairman, the Dean, and the President by March 1, of the last year of the term. The Chairman holds regular faculty status, is expected to teach from 5-6 courses annually (negotiable depending upon size and duties of division), and is under contract from September 1, to June 30.

The accountabilities of Divisional Chairmen are as follows:

1. To coordinate and promote interaction and cooperation between the different departments and disciplines within the Divisions and the College in general.

2. To cooperate on an inter-institutional level whenever possible in carrying out the programs and furthering the mutual objectives of such cooperation.

3. To encourage creative production and active participation in learned societies or professional organizations, and record and publicize where possible such participation and production. (Submit carbon to Dean's Office.) To periodically evaluate the professional work of the divisional faculty, especially of new members and to discuss with them the results and implications of the evaluations. To submit a yearly evaluation form (the faculty profile) for each departmental member to the Office of the Dean.

4. To resolve differences that may arise within the department and divisions, among students, staff, faculty and directors.

5. To prepare agenda for and to preside at all monthly divisional meetings during the academic year, or special meetings if such are required. (Each division should meet at least six times a year.) To forward the minutes of all divisional meetings to the Office of the Dean and to the divisional faculty.

6. To draw up and justify the assigned professional responsibilities of the Divisional faculty according to the approved college guidelines.

7. To make recommendations regarding salary, promotion in rank, renewal of contracts of divisional faculty.

8. To approve curricular offerings and changes in major programs within the division, to plan new curricula, and to review the quality and standard of the departmental programs.

9. To review and recommend new candidates for faculty positions.

10. To allocate Divisional resources—equipment, use of laboratories, teaching aides, etc.

11. To recommend the appointment of program directors to the Dean.

12. To prepare the divisional programs and offerings for the the catalog.

13. To annually compile brief syllabi of the content offerings of divisional courses.

14. To supervise with the aid of the departmental faculty, the programs of the students majoring in the department (academic advising), and to recommend for graduation those students who have successfully completed the major program.

15. To prepare the divisional budget requests, and to supervise the expenditures of the budget, approved by the Board of Trustees.

16. To cooperate with the Director of Learning Resource Center in the improvement of Media holdings relative to the Division, to promote use of the Learning Resource Center by faculty and students, and to approve departmental library expenditures. (Approval of both the LRC Director and the divisional chairman are necessary for departmental dispositions and acquisitions.)

17. To cooperate with the Development Office in procurement of funds for promotion of Divisional objectives.

18. To submit an annual report (3-5 pp.) to the Office of the Dean summarizing divisional activities for the year including new projects, strength and weaknesses and recommendations for the future improvement of the division. (Due by June 15.)

3.4 DEPARTMENTS

The Departments of the College include Art, Music, Dance, Theatre, Foods and Nutrition, Accounting, English, Broadcast Communications, Intercultural Studies, Philosophy, Theology, History, Political Science, Sociology, Psychology, Law Enforcement, Biology, Chemistry, Earth-Space Science, Mathematics and Environmental Studies. These twenty-one departments grouped in the various divisions (except for Environmental Studies) are primarily responsible for operating quality degree programs in their discipline. The departments are under the supervision of a Department Director.

The Department Director has the major responsibility for developing curricula and supervising faculty in an academic area which offers a degree program. The Department Director reports directly to the Divisional Chairman and is appointed by the Dean of the College upon the recommendation of the Divisional Chairman, and the advice of the program faculty, and the approval of the President to a two year term, renewable up to a maximum of five consecutive terms, by March 1, of the last year of the term. The Department Director holds faculty rank, is expected to teach from 6-7 courses annually (depending upon the size and duties of the program), and is under contract from September 1, to June 30, of each year.

It is understood that all of the accountabilities listed below are to be coordinated and approved through the Divisional Chairman:

1. To plan the curricula of the program.

2. To advise the majors in the program, to recommend dismissal and acceptance of students in the program, to recommend program majors for graduation.

3. To submit program budget requests.

4. To aid in the selection of new faculty members for the department.

5. To aid in evaluating performance and promotion of faculty in the program.

6. To coordinate and submit library requests.

7. To aid the bookstore in ordering course materials.
8. To recommend teaching schedules for faculty in the program.
9. To prepare the program description and offerings for the College catalog.
10. To annually develop brief syllabi for each course in the program.
11. To submit an annual report (3-5 pp.) to the divisional chairman summarizing departmental activities for the year including new projects, strength and weaknesses, and recommendations for the future improvement of the department. (Due by June 8.)

3.5 PROGRAMS

The Programs of the College include the following areas: Speech, Marketing and Management, Hotel-Restaurant Management, Secretarial-Science, Economics, Physical Education, Physics, Geography, Anthropology, Social Work, Police Science, Probation Work, Child Development, Textiles and Clothing, Housing and Home Management, Special Education and Interdisciplinary. These seventeen programs represent a concentration of courses in a discipline but no degree is offered in these areas. Most programs which offer at least four courses annually are supervised by a program coordinator who reports directly to the Divisional Chairman. The duties of a program coordinator are similar to those of a Department Director although less comprehensive in scope.

The Program Coordinator has the major responsibility for developing curricula and supervising faculty in an academic area which does not offer a degree program. The Program Coordinator reports directly to the Divisional Chairman and is appointed by the Dean of the College upon the recommendation of the Divisional Chairman, the advice of the program faculty, and the approval of the President to a two year term, renewable up to a maximum of five consecutive terms, by March 1, of the last year of the term. The Program Coordinator holds faculty rank, is expected to teach 7-8 courses annually (depending upon the size and duties of the program), and is under contract from September 1, to June 30, of each year.

It is understood that all of the accountabilities listed below are to be coordinated and approved through the Divisional Chairman:

1. To plan the curricula of the program.
2. To submit program budget requests.
3. To aid in the selection of new faculty members for the department.
4. To aid in evaluating performance and promotion of faculty in the program.
5. To coordinate and submit library requests.
6. To aid the bookstore in ordering course materials.
7. To recommend teaching schedules for faculty in the program.
8. To prepare the program description and offerings for the College catalog.
9. To annually develop brief syllabi for each course in the program.
10. To submit an annual report (3-5 pp.) to the divisional chairman summarizing program activities for the year including new projects, strength and weaknesses, and recommendations for the future improvement of the department. (Due by June 8.)

3.6 THE FACULTY

The Faculty shall consist of duly-appointed professors, associate professors, assistant professors, and instructors. Members of the Faculty shall have the rights, privileges, duties and responsibilities that are customarily found in institutions of higher learning. Faculty members are expected particularly:

1. To report at the College before the opening of the academic year on the date designated by the President or College Dean, and attend the Faculty Workshop, and to participate in commencement exercises in academic attire.
2. To participate in the work of the College and Division including attendance at necessary meetings.
3. To attend College Senate meetings and to participate in the committee work of the College Senate.
4. To cooperate with College officials in promoting the objectives and regulations of the College.
5. To become familiar with the matter contained in the Catalogue and Faculty Handbook concerning curriculum, organization, academic regulations, grading system, faculty responsibilities, etc.
6. To refrain from engaging in any outside employment or occupation which interferes with the thorough, efficient, and earnest performance of his college duties.
7. To effectively carry out instruction of students including the following specific duties:
    1. Meeting classes regularly and promptly at the time and place assigned.
    2. The careful preparation of courses of instruction.
    3. Effective presentation of material.
    4. Preparation and correction of tests and examinations.
    5. Proper evaluation of student achievement and the filing of grade reports within the time limits set by the Registrar.
    6. Maintenance of daily office hours for advising of students.

Presently, a normal faculty teaching load is considered to include 8 courses, academic advising, ordinary College committee work, and independent or tutorial studies (not to exceed more than 3 a year). If it becomes necessary for a faculty member to carry an "overload," the College assumes the responsibility for providing recognition of this fact in terms of future load reduction, salary increment, etc.

The course loads are determined by the Dean of the College in consultation with Division Chairmen. The Division Chairman shall recommend enrollment limits for courses and the Dean will honor these limits whenever it is possible.

The Faculty Policies Committee is the official representative of the faculty and is concerned with all aspects of faculty life. In addition to making recommendations of general faculty policies, it represents the Faculty on such matters as salary and fringe benefits, tenure procedures, and promotion, reappointment procedures. The Committee is elected each spring from the faculty at large. The sacred right of freedom of expression is recognized by Mercyhurst College as requisite for effective dissemination of knowledge.

Mercyhurst College subscribes to the American Association of University Professors' Statement on Academic Freedom quoted below:

"The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

"The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

"The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

4. FACULTY PERSONNEL POLICIES

4.1 FACULTY RANKS, PROMOTION AND TENURE

Decisions regarding the reappointment and/or promotion of faculty members will be based on the individual's performance in three areas of professional activity: teaching effectiveness, scholarly and professional attainment, and College and/or community service.

1. Teaching Effectiveness

a) **Expected Level:**
Meets classes regularly; keeps stipulated office hours; identifies instructional objectives for courses; prepares adequately for classes; presents classroom material effectively; evaluates student performance effectively; keeps current on new developments in subject matter; shows ability to interest and motivate students; demonstrates interest in improving instructional techniques; files grade reports with the Registrar within designated time periods; consistently follows the policies of the Faculty Handbook and College Catalog.

b) **Merit Level:**
Regularly demonstrates above average effectiveness and interest in teaching which promotes student self-learning and self-evaluation; regularly demonstrates teaching creativity through developing new, effective approaches to student learning; develops new, significant programs which demonstrate continuing value to the College; attains funding to develop projects related to the educational process.

2. Scholarly and Professional Attainment

a) **Expected Level:**
Holds membership(s) in professional organization(s); attends conferences, workshops, conventions, etc., as College budget permits; demonstrates continued study or professional involvement.

b) **Merit Level:**
Assumes position of leadership in professional organization; attains academic and/or professional honors, awards, or recognition; regularly participates in and/or contributes to seminars, workshops, etc.; regularly engages in professional consultation, evaluation and/or speaking activities; demonstrates high level of professional attainment through publication, delivery of papers, demonstrations of professional work, productions, etc.; acquires new professional skills within or outside of own field; receives non-College grant support for research or professional activities.

3. College Community Service

a) **Expected Level:**
Consciertiously advises students; participates in faculty workshop and commencement exercises; participates in the work of the College and department and attends meetings.

b) **Merit Level:**
Regularly demonstrates leadership and/or high level of involvement within the College and department governance structures; regularly demonstrates leadership and/or high level of involvement in civic/community affairs; demonstrates special effectiveness in advising students (e.g. by handling an above normal advising load, by developing unusual career counseling abilities, etc.); develops new programs, workshops, grant proposals, publications, etc. which relate to the College and/or contribute to the work of non-academic segments of the College (e.g. Admissions Office, Development Office, Speakers' Bureau, etc.)

Promotion and Rank Requirements

Promotion will be based on the performance of "merit level" professional activities as indicated on the chart below.

	Promotion to Assistant Professor	Promotion to Associate Professor	Promotion to Professor
Minimal Educational Background	Master's Degree*	60 graduate hours or approved terminal degree**	Ph. D. or 90 graduate hours*
Teaching Experience	Normally 3 years as Instructor	Normally 4 years as Assistant Professor	Normally 5 years as Associate Professor
Expected Level Performance	All: 1 a 2 a 3 a	All: 1 a 2 a 3 a	All: 1 a 2 a 3 a
Merit Level Performance		Total of 4 from 1 b, 2 b or 3 b. At least 3 from 1 b and/or 2 b including at least 1 from 1 b.	Total of 5 from 1 b, 2 b, or 3 b. At least 3 from 1 b, and/or 2 b including at least 2 from 1 b.

*Exceptions will be negotiated between the Dean and the department.

**Required educational background will be negotiated between the department and the Dean.

***Evidence submitted to support merit level performance in the five areas chosen for promotion to full professor must be based on performance since promotion to associate professor.

The following provisions of the AAUP Statement on Tenure are applicable to the Mercyhurst Faculty:

(a) After the expiration of a probationary period, teachers should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

In the interpretation of this principle it is understood that the following represents acceptable academic practice:

(1) The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consumated.

(2) Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.

(3) During the probationary period a teacher should have the academic freedom that all other members of the faculty have.

(4) Termination for cause of a continuous appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing

of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution."

Faculty eligible for tenure are those who are Associate Professors or have completed at least six full years of teaching and have attained the expected and merit levels of professional competence required for the Associate Professor rank. Normally two, but no more than three, years of college teaching may be transferred from another institution for tenure eligibility. (It is understood that these guidelines will be effective as of September 1, 1975. No faculty member despite the number of years of service at the college will be required to be considered for tenure before May, 1977.)

Once a faculty member has tenure, he/she will be evaluated at least every three years by a Peer Committee. If the individual is close to promotion, he/she may wish to be evaluated more frequently.

Some form of student instructional evaluation will be used by the faculty member for evaluative purposes.

New faculty should be evaluated at least three times before renewal of contract. Faculty who have been at Mercyhurst longer than three years may find it adequate to gather student evaluations twice per year.

Each faculty member will be responsible for and have the right to submit evidence which clearly shows how he/she has met the competencies specified for reappointment and/or promotion.

The faculty member will forward this evidence to the department director who may add further evidence or comments.

Standardized forms will be completed by the faculty member and department director and placed in the professional file.

Classroom observations and/or video taping of classroom instruction will be left to the agreement of the individual faculty member and the department director or Rank and Tenure Committee.

A continuous tenure appointment is terminable only for adequate cause after not less than twelve months' notice to the faculty member. Adequate cause for the termination of an appointment with continuous tenure shall be (1) grave moral delinquency, (2) lack of mental or physical health for the performance of his responsibilities, (3) professional incompetence, or (4) actions that are contrary to the policies of Mercyhurst College that are deemed to be inconsistent with the best interests of the institution.

For the process by which a candidate receives tenure, see process outlined under 4.—Faculty recommended promotions and tenure.

Recommendations for promotion and tenure shall be made by a Rank and Tenure Committee consisting of the following members:

1. Four Associate Professors or Professors elected by the faculty.
2. One person elected from each of the following areas: Business, Creative Arts, Education, Home Economics, Humanities, Natural Sciences/Math, Social Sciences.

At least six of the members will serve two year terms.

The Rank and Tenure Committee shall receive recommendations from the candidates' Peer Group Subcommittee which consists of the following members:

1. One member of the Rank and Tenure Committee.
2. The promotion or tenure candidate's department director. (If the department director is the candidate, the Rank and Tenure Committee will appoint a faculty member to the Peer Subcommittee.)
3. One faculty member elected from the candidate's division.

The Peer Subcommittee will investigate the candidate's performance for evidence of the required criteria and report the findings to the Rank and Tenure Committee. The Subcommittee will seek evidence, evaluation and recommendation from faculty, students, other members of the College community as appropriate, and the candidate's professional file in the Dean's office. The candidate should be encouraged to submit evidence in her/his own behalf. If the department director's opinion differs from that of the other Subcommittee members, he/she may submit a separate report.

The Rank and Tenure Committee will then review the evidence and vote on the recommendation. Eight affirmative votes are required for recommending promotion or tenure.

The decision of the Rank and Tenure Committee will be forwarded to the Dean. The Dean will forward to the President of the College those recommendations which he/she approves. The President will make the final decision on promotion; favorable tenure recommendations must go to the Board of Trustees for final approval.

Appeal Procedures

Promotions which are not approved may be appealed to the Rank and Tenure Committee the following year, and the recommendations of both the Rank and Tenure Committee and the Dean will be sent to the President.

Tenure cases which are not approved by the Dean may be appealed to the Senate in the same year, and the recommendations of the Rank and Tenure Committee, the Senate and the Dean will be sent to the President. The President will make the final decision in the same year. If the President decides against the recommendation of the Dean or Senate, all opinions will be sent to the Board of Trustees. Mercyhurst College adheres to the American Association of Univeritsy Professors' "1940 Academic Freedom and Tenure Statement of Principles and Interpretative Comments," "If the decision is negative, the appointment for the following year is a terminal one." The Faculty Policies Committee considers the previous statement to apply only on the assumption that there is no quota system for tenured faculty.

4.2 FACULTY APPOINTMENT

Following appropriate review of the candidates, the Department or Program Director and Division Chairman will recommend an appointment in writing to the Dean whereupon he will add his recommendation to that of the Division and forward both to the President for approval. The President will send a contract to the candidate which shall include the following terms and conditions of the appointment: period of appointment; date of appointment; rank; salary; specific responsibilities. Acceptance of the new appointment shall be indicated by the return of the signed contract to the President within 12 days after its issuance. If any previous experience is accepted towards tenure and/or rank, a written statement to this effect will accompany the original contract and a copy will be placed in the new faculty member's file.

4.3 FACULTY REAPPOINTMENT

The Department or Program Director and Division Chairman will recommend in writing the reappointment or nonreappointment of the faculty member to the Dean. A written contract will normally be issued to the faculty member by March 15 but not later than April 15, which contract shall include: period of appointment; date of appointment; rank; salary; specific responsibilities. The faculty member must return the signed contract to the President within 30 days after its issuance unless he wishes to terminate his employment at Mercyhurst College.

Notice of nonreappointment, or of intention not to recommend reappointment, will be given by the Dean to the faculty member in writing together with the reasons for the decision by the following dates:

1. Not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least three months in advance of its termination.
3. At least twelve months (June 30) before the expiration of an appointment after two years at the College.

If a member of the Faculty desires to terminate an existing appointment, or to decline a renewal of contract, he shall give notice in writing to the President of the College with a copy to the Dean of not less than three months in the first year of his appointment and not less than six months in the second or subsequent years of service, before the end of his duties during an academic year exclusive of a summer session.

Termination for cause of a permanent appointee or dismissal of a faculty member during a limited appointment with less advance notice than that specified in these regulations shall be preceded by a statement of reasons and by an opportunity for the faculty member to be heard by the Faculty Policies Committee.

(1) Reappointments that are denied may be appealed to the Rank and Tenure Committee.

(2) All dismissal proceedings will be conducted in accordance with the principles of academic due process as formulated in the **Statement on Procedural Standards in Faculty Dismissal Proceedings** approved by the Council of the American Association of University Professors in 1957 and by the Association of American Colleges in 1958. If the faculty member's competence is in question, the testimony will include that of qualified faculty members from this or other institutions of higher education.

4.4 FACULTY RETIREMENT

The general policy is that retirement takes place at the end of the fiscal year during which the faculty member reaches the age of 65, but contracts may be renewed annually thereafter upon the consent of both the Institution and the faculty member.

4.5 FACULTY SABBATICAL LEAVE

Those who have completed at least eight years of continuous service at Mercyhurst College and have attained the rank of Associate Professor are eligible for sabbatical leave subject to the approval of the President and Board of Trustees. Subsequent sabbatical leaves shall be considered at intervals of no less than seven years, subject to the approval of the President of the College and Board of Trustees.

Application for such leave shall be made to the Dean of the College, who shall submit a recommendation to the President. The reasons for the leave shall be stated, such as research, further study, travel, etc. The teacher is given the choice of ¾ years at full pay or one year at half pay. A full year is defined as the regular academic year of September toJune. A half year is defined from January 1 to June 30 or July 1 to December 31. The results of the sabbatical leave are to be presented in writing to the Dean by the faculty member upon his return.

The conditions which surround sabbatical leaves are those which govern the normal faculty contract. This means that faculty members on sabbatical leave receive full hospitalization coverage for themselves and families together with disability and life insurance. Their pension benefits also continue with the per-cent of contributions based upon their sabbatical leave pay. Faculty members on sabbatical leave also receive at least the minimum $500 raise following completion of their sabbatical.

The faculty member is expected to return to the College for at least one full year following the termination of the sabbatical. All other conditions which would govern the faculty member upon his return including rank, salary, future responsibilities should be arranged with the Dean prior to the beginning of the sabbatical.

4.6 FACULTY LEAVES OF ABSENCE

Faculty members who are not eligible for sabbatical leave may apply for a leave of absence without pay. Leaves of absence may be granted for any period up to a full academic year. Although faculty members are not paid their regular salary while on a leave of absence, they may apply for travel or research support from the Faculty Development Grant fund or from the College itself. Approval of such requests is contingent upon the consent of the Dean and President of the College. While on a leave of absence faculty members are entitled to receive hospitalization, Disability and Insurance benefits but not TIAA-CREF pension benefits.

Unlike sabbatical leave faculty members on a leave of absence are not required to return to Mercyhurst upon completion of their leave, nor is the College required to re-employ faculty members receiving leaves of absence. If the faculty member is rehired and does return to Mercyhurst, he is entitled to at least a minimum $500 raise for the year he was on leave. However, the leave of absence period may not be counted as one year of credit towards promotion in rank and tenure. All arrangements governing the conditions upon the faculty member's return including intention to rehire must be contained in the letter authorizing the leave of absence.

Faculty members who wish to apply for a leave of absence must first obtain the approval of the Division Chairman and then submit a letter to the Dean stating the reasons for the leave of absence. Final approval rests with the President of the College.

4.7 FACULTY SALARY SCHEDULE

A **base salary** is defined to be the total remuneration provided a faculty member for the performance of his "normal" teaching duties excluding any remuneration for services in excess of such duties. Then the following scale of minimum base salaries shall be in effect through 1975-76 subject to those conditions which are listed in the succeeding paragraphs.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Instructor	7.5	8.0	8.5	9.0	9.5	10.0	10.5	11.0
Assistant Professor	9.5	10.0	10.5	11.0	11.5	12.0	12.5	13.0
Associate Professor	11.5	12.0	12.5	13.0	13.5	14.0	14.5	15.0
Professor	14.0	14.5	15.0	15.5	16.0	16.5	17.0	17.5

(All amounts on the table are in thousands of dollars.)

Minimum base salary means that as of 1975-76 a faculty member will be compensated at a base salary which is not less than the salary appearing on the scale for his appropriate rank and level of experience (years of service to the College). For example, an assistant professor who has been credited with two previous years of experience in that rank through 1974-75 must receive a base salary in 1975-76 which is at least as great as that which appears on the scale in the second row and the third column ($10,500).

For each of 1974-75 and 1975-76, every faculty member shall receive a base salary which includes an increment of at least $500 over and above his base salary of the previous year. Individual faculty members may receive additional increments in two possible ways.

(1) An "inequity resolution" shall be awarded in three equal increments each of which is ⅓ of the total inequity resolution to any faculty member whose 1972-73 base salary plus $1500 is less than the projected minimum base salary on the scale for his present rank and three additional years of service to the College; the inequity resolution to consist of the projected minimum base salary minus an amount equal to the 1972-73 base salary plus $1500.

(2) A faculty member may be granted additional increments through recommendation and approval of his Division Chairman and the Dean for such qualitative activities as excellence in teaching, additional curriculum contributions to department or division, etc., or for such quantitative activities as publication, course overload, completion of terminal degree, etc.

Any faculty member who wishes to make special arrangements with the Administration for salary substitution (Residence Hall Counselor, etc.) shall be compensated with a salary which when added to an amount equal to the consideration for these arrangements yields a base salary at least as great as the appropriate minimum for him on the scale.

Any faculty member who teaches in either of the summer sessions shall be remunerated at a flat rate of $750 per course in which there are 7 or more students registered and paid. From days 1-3 of a summer term, the faculty member has the option to drop a course if less than 7 students are registered. The College has the same option. The faculty member will teach at $100 per student if less than 7 students are registered for a class before and including the fourth class day.

4.8 FACULTY FRINGE BENEFITS

The College provides each faculty member with standard Blue Cross-Blue Shield coverage beginning with his first year of service and provides dependent coverage beginning with his second year of service. The faculty member is responsible for the cost of dependent coverage during the first year of service. This coverage includes basic medical and surgical expenses.

The College provides TIAA Major Medical Insurance for each faculty member, coverage beginning with his first year of service, and provides dependent coverage beginning with his second year of coverage. This policy covers 80% of the medical and surgical expenses in excess of $100 plus any amount covered by all other health insurance policies of the faculty member up to a maximum total of $50,000, including a maximum daily charge for hospital room and board in an amount equal to the

hospital's average semi-private room rate per day. The maximum benefit period is three years, and is renewable after a period of 60 days. There is also a provision for automatic reinstatement of benefits of up to $5000 per year while $1000 may be reinstated at any time upon furnishing satisfactory evidence of insurability to TIAA.

The College provides life insurance in the amount of $10,000 for each faculty member from the beginning of his first year of service.

If a faculty member is unable to perform his duties because of illness, the College agrees to continue the salary rate of the faculty member for one month for each year of service up to the maximum of 3 months. After this time the TIAA Group Disability Insurance provided by the College offers sick leave salary upon the expiration of the College program. The sick leave salary is 60% of the first $1500 of the faculty member's monthly base salary plus 40% of his monthly base salary in excess of $1500 minus any benefits from Social Security, Workmen's Compensation, etc. Under no circumstances will the monthly benefit be less than $50 nor more than $1200. In addition 10% of the faculty member's annual salary is contributed towards his TIAA-CREF retirement annuities.

Any faculty member who was employed by the College in 1972-73 is automatically covered. However, beginning in 1973-74 new faculty members will not be covered during their first year of service unless within three months of the beginning of his first year of service he was insured by a previous employer under a Group Total Disability Benefits insurance policy providing income benefits for a minimum of five years during total disability due to sickness.

A faculty member who has not previously participated in TIAA-CREF may after one year of service participate in the College's retirement plan through TIAA-CREF. A faculty member who has previously participated in TIAA-CREF may participate in the College plan immediately. The faculty member contributes at least 5% of his salary (withheld monthly) and this is matched by a contribution by the College in the amount of 5% during each of his first 10 years of service; 7.5% during each of his next 10 years of service; 10% thereafter.

The TIAA portion of the total amount contributed by the faculty member and the College is used to purchase a fixed-dollar annuity which will pay the faculty member a guaranteed fixed amount each month upon his retirement. The CREF portion is used to purchase annuity units which depend upon CREF earnings. In effect TIAA guarantees its return while CREF offers a "hedge" against inflation. The performance of both funds has been excellent and in fact it has been stated that "those college and university faculty members who are covered by TIAA-CREF are participants in one of the finest retirement programs in America. Its combination of immediate vesting, complete portability, and current full-funding has become the standard to which other funds aspire."[1]

In addition, a faculty member who participates in the waiver of premium option provided by TIAA is entitled to 10% of the faculty member's annual salary that will be contributed to his TIAA-CREF retirement annuities.

Beginning with a faculty member's second year of service to the College, his children and spouse are eligible upon official admittance for waiver of tuition and application fees only for courses taken at Mercyhurst College. This does not apply during the first year of service nor will there be any reimbursement by the College to a faculty member whose child or spouse attends courses at any other college.

All of the above benefits remain in effect while a faculty member is on sabbatical leave.

4.9 FACULTY RESEARCH AND DEVELOPMENT FUND

This fund is designed to provide financial assistance to faculty members for use in the following areas:

A. Academic Research—to help defray the cost of clerical help, secretarial services, equipment, travel, copying, etc., for potentially publishable research in a subject matter area.

B. Educational Research—to help defray the cost of those expenses as described above for potentially publishable research in education related to college teaching.

C. Professional Growth and Development (during both Academic Year and Summer)—to help meet expenses for workshops, seminars, short courses, etc. which are not normally covered by division funds.

This fund is administered by the Faculty Policies Committee with the approval of the Administration, which normally accepts the recommendations of the committee. The following eligibility requirements and restrictions have been adopted by the Faculty Policies Committee:

1. Any full-time faculty member is eligible to apply for those funds except for first-year faculty members who have not signed and returned their second-year contracts.
2. No funds are to be used for coursework or dissertation work applicable towards an advanced degree.
3. The funds will not be available to faculty members for use during a sabbatical year. In general, this fund is also to be entirely independent of policies governing leaves of absence.
4. Funds are spread over the various divisions and are allocated in such a manner as to service as many faculty members as possible. Normally the amount awarded to an individual faculty member will not exceed $400, though exceptions will be made in cases of great merit or when the money would not be utilized otherwise.
5. Application forms should be secured from and returned to the Chairman of the Faculty Policies Committee. The Committee will begin making awards from both the Academic and Educational Research Funds as of November 15 of the academic year. Final date for application for assistance from these funds is March 1. Granting of funds for Professional

[1]AAUP Bulletin, Vol. 59, No. 2 (1973). pp. 259-265.

Growth and Development will commence on October 1 for such activities during the academic year and on May 1 for such activities undertaken during the summer. Final dates for application to the Professional Growth and Development Fund are April 1 for the Academic year and May 1 for the summer.

5. GENERAL COLLEGE POLICIES

5.1 CLASSROOM ADMISSION

No student should be permitted to attend class without a class card. Class cards are given to students upon registration. These class cards offer faculty a tentative class roster. A formal listings is provided by the Registrar after the first week of classes when all cards are collected. No grades may be given any student whose name does not appear on the official class roster. Students who drop classes must first obtain their class cards from the teacher for return to the Registrar's Office.

5.2 CLASSROOM SMOKING

State fire laws prohibit smoking in classrooms for public safety purposes. Teachers or students who smoke in class are subject to the fines established by the college Security Department.

5.3 CLASSROOM ATTENDANCE

A student who has the rank of Senior, Junior, or Sophomore is not required to attend classes as a requirement for successful completion of the course. Every faculty member will define, within the first week of the course, all factors on which the final grade is based. If classroom attendance is important to the final grade, students must be so warned and must assume responsibility for the effect of numerous absences on the final grade. The faculty member, however, cannot penalize students for merely missing class unless such absence has demonstrably affected performance. Freshmen are required to attend class and may be penalized by the teacher for unauthorized absences.

5.4 CLASSROOM AUDITING

Students are not permitted to audit classes without an official class card. Students who wish to have an audit (AUD.) entered on their transcript must arrange with their teacher the necessary requirements for a successful audit.

5.5 COURSE EXAMINATION POLICIES

The academic calendar of the College provides for mid-term and final examination periods in each term. Faculty members are expected to provide for initial evaluation of student progress by the fifth week of the term and to notify the Registrar of those students whose progress is unsatisfactory (below 2.0). All faculty are expected to give final examinations on the officially designated examination days. Any deviations from the official schedule must be approved by the Division Chairman and the Dean. Faculty members may not give exams early or waive the final exam without the express consent of the divisional chairman and only then under unusual circumstances.

5.6 COURSE GRADE REPORTS

Faculty members are expected to submit mid-term grade reports of students whose progress is unsatisfactory on the date designated on the college calendar. Final grade reports are due in the Registrar's Office within 72 hours after the last day of examinations. (Faculty members who give students an incomplete (I) grade must file a written notification of such action. Incompletes which are not removed within sixty days after the start of the next term are automatically changed to F (0.0) on the student's transcript.) Faculty are expected to check their grades carefully before submission, as grade changes are made only upon the consent of the Dean of the College. Grades received in a course are not changed, except for mathematical error or in special cases where teacher error is apparent. Grades are not changed which are based on simple reevaluation of the teacher's original judgment. Grade changes must be initiated within 45 days after the close of the term in which the grade was earned with the exception of the Spring term. Changes in the Spring term must be initiated within 45 days after Fall term has begun.

5.7 COURSE OFF-CAMPUS TRIPS

Faculty members who expect to take their students or classes off-campus must first contact the office of Business Services to discuss the necessary procedures, liability conditions, transportation arrangements, and to obtain the student waiver forms. Trips of short duration should be arranged at least a week in advance. Overnight or extended trips, especially those overseas, must be arranged at least six weeks in advance. No arrangements may be made with private travel agencies or other agents in behalf of the College without the prior knowledge and consent of the Business Services Office. It is especially important that faculty members obtain completed waiver forms from students to protect both the faculty member and the College from possible legal suits. Faculty members who use their own personal vehicles to transport students assume the legal responsibilities in case of suit.

5.8 COURSE SYLLABI

All faculty members are expected to present a general course syllabus at the beginning of each course, explaining the primary goals of the course, the method of presentation, the course requirements, the basis for grading, the dates of due requirements and exams, and finally a schedule or outline of the main ideas to be covered in the course. Course syllabi should be submitted to the Division/Department/Program Chairman for review and approval before distribution to students.

5.9 COLLEGE BOOKSTORE SERVICES

Faculty members who wish to order text and paperbacks must submit their book request forms (available at the Bookstore) at least a month in advance to insure availability of materials at the beginning of the term. Since many publishers refuse to grant credit for unsold books it is imperative that faculty only order books which the students must utilize in the course. Repeated instances of numerous unsold books may result in the Bookstore refusing to handle a faculty member's book order and suggesting instead that the faculty member utilize an outside book store. Faculty members may charge office supplies to the Department or Division upon signing the receipt. The Bookstore will not charge purchases for personal uses. However, full-time faculty are eligible for 20% discount on personal cash purchases of books and 15% discount on supplies and materials. The Bookstore welcomes recommendations for limited purchases of optional books and supplies. The Bookstore, located at the bottom of Zurn Hall, is normally open daily M-F from 9 am to 4:30 pm during the academic year.

5.10 COLLEGE HEALTH SERVICES

The College Health Center, located on the first floor of Preston Hall, offers a limited range of services to full-time faculty members. These services include: (1) primary health care (2) mono spot testing (3) urinalysis (4) hemoglobin (5) vital capacity-blood pressure readings (6) allergy shots (7) flu shots (8) information and counseling on health questions (9) temporary rest area and (10) first aid. There are no charges for these services. The limited resources of the Center, however, do not permit the Center to extend services to the spouses and families of faculty members. A registered nurse is on duty M-T-Th-F from 9-3:30 for consultation and a doctor is available M-T-Th from 11-12.

5.11 COLLEGE LIBRARY SERVICES

The Library, located on all three floors of the Learning Resource Center, contains almost 70,000 books and over 600 periodicals. The normal hours of the Library are from 9 am-10 pm Monday through Thursday, 9 am-5 pm Friday and Saturday, 1 pm-10 pm on Sunday. Faculty may order books or periodicals important to their courses by completing book order forms and submitting them to their Division Chairman or Department for approval and processing. Since the Library operates on a limited budget, faculty members are urged to be selective in their requests. Orders received after the Department's budget has been exceeded will be placed on a waiting list and ordered as soon as funds are available. Normally it takes a minimum of 4-6 weeks to receive a book after the order has been placed. As a consequence faculty members are urged to order books at least one term previous to the need for the books. Faculty members will be notified when an ordered book has arrived or if it is unavailable. Faculty members who may wish assistance in book selection or who may need special services are urged to consult the Director of the LRC. The staff of the LRC is available to assist faculty in compiling reading lists, arranging interlibrary loans, establishing reserved reading policies, providing research facilities, instructing students on library usage, etc. Faculty are also welcome to take books out for longer than the normal time period provided they return all books at the conclusion of each term. The Library welcomes both faculty participation and donations in building the quality of the LRC collection.

5.12 COLLEGE MEDIA SERVICES

Media Services is located on the upper level of the Learning Resource Center. The Media Services facilities are available for general use at the following times: M-F 8:30 am-4:30 pm and Sun-Th 7:00 pm-10:00 pm. To obtain equipment of facilities call extension 218, or come personally to the Media Services Department. Small equipment must be picked up and returned to Media Services by the person requesting the equipment. A 24 hour notice is required for all equipment, services, or facilities. However, emergencies will be handled as best as possible. Projectionists and operators for equipment usage in the classroom will not be provided by Media Services.

Mercyhurst personnel also have the privilege of using the Gannon College Learning Resource Center. This would include their new Dial Access Informational Retrieval System and their television facilities. Please contact Media Services for more information.

The services available from Media Services include:

Audio Recordings, Slide Production, Graphic Design, Preview of Materials, Purchase or Rental Adivsory, Projection/Multimedia Room, Lab Workroom, Spirit Duplication, Software Production: Audio, Slide, Film (Super 8), Transparencies, Television, Graphic Design, Dry Mounting, Laminating, Programming Slide and Tape Programs, 16mm Catalogs, Software Catalogs, Ordering all Audiovisual Materials.

On-Site Media facilities include:

Audio Room—The audio room provides facilities for the listening and the recording of tapes, cassettes and records. The recording equipment available will: (1) produce a tape or cassette from a record (2) reproduce a tape or cassette and (3) mix recordings. For example a record, tape and cassette can be used with narrative or a voice talk over. The audio room is available for use at any time. However, for extensive recordings appointments should be made.

Audiovisual Lab—The audiovisual lab provides facilities for all types of production, experimentation, viewing and listening hardware, and in general a workroom for any type of audiovisual use.

Projection/Multimedia Room—The projection/multimedia room provides excellent facilities for the viewing of films, slides, etc., and for mixed media programs. The room will seat up to 60 people. Reservations are necessary for this room's use at all times.

5.13 COLLEGE PURCHASE REQUISITIONS

Mercyhurst College requires Purchase Requisitions for all transactions which obligate the College. Faculty members who wish to make a budgetary commitment must first obtain a Purchase Requisition and duplicating form (available from the Business Office), then have the Purchase Requisition signed by the Division or Department supervisor. The completed form must be returned to the Business Office who, after checking on the availability of funds in the faculty member's budget, will send the approved purchase order within 48 hours of the receipt to the vendor. Packing slips from materials received should be sent immediately to the Business Office. The College will not honor any commitments made by faculty members who do not have approved purchase orders.

5.14 COLLEGE VEHICLES

The College leases certain vehicles for faculty use in behalf of college business or for instructional purposes (field trips, internships, etc.). Faculty who require transportation must make reservation for the required date with the Director of Operations. Vehicles will be checked upon return and charges assessed if interior cleaning or damage repairs are necessary. Gas and oil should be purchased as needed by the person using the vehicles and the receipt submitted to the department sponsoring or approving the trip for repayment. Faculty who find the vehicles unavailable on the date needed, or who may need more transportation than available, may call the Operations Office. If available, the faculty member must make arrangements with this office for pick-up and return of vehicles. Due to the limited number of College cars and vans, the College cannot permit daily use for any purpose or extended absence from the campus.

5.15 FACULTY ABSENCES

Mercyhurst College considers it imperative that faculty members meet all classes as scheduled. Consistent unauthorized absence from class or consistent tardiness or early dismissal of classes is considered a breach of contract and just cause for non-renewal of contract. Faculty members whose professional duties may occasionally conflict with scheduled classes, and who receive the approval of the Division Chairman to miss classes, must arrange to make up the missed classes at another time. Classes missed because of unavoidable emergencies or difficulties must also be made up as soon as practical. Faculty members who find it necessary to be absent for an extended period for serious personal or professional reasons must secure the prior approval of both the Division Chairman and the Dean of the College.

5.16 FACULTY DINING SERVICES

The Faculty Dining Room is located adjacent to the college Cafeteria in the bottom level of Egan Hall. Luncheon hours are from 11:30 am to 1:00 pm and supper from 4:30 pm to 6:00 pm. All meals are a la carte and on a cash basis. A snack bar located in the college Student Union bottom of Zurn Hall is also open daily from 8:00 am to 2:30 pm and 7:00 pm to 12 Midnight for the convepience of faculty and students. The college food services are operated by Saga Food Corporation.

5.17 FACULTY EVALUATIONS

Formal written evaluation is an important part of assessing faculty performance at Mercyhurst. Student evaluation is conducted through the use of nationally standardized SIR forms (See Appendix C for sample). Every faculty member is evaluated at least once or twice a term through SIR. These evaluations, which take only 18-20 minutes, are usually given in class around the eighth or ninth week of the term. A final report of the results is given to the faculty member by the Division Chairman, who also retains a copy, as does the Office of the Dean. The accumulated record of SIR results forms an important part of a

faculty member's permanent file and is seriously considered (although not exclusively) in questions of promotion and tenure. Equally important is the annual faculty Professional Profile completed by the Divisional and Departmen Chairmen in March of each year. The Professional Profile (See Appendix B) contains an appraisal of the faculty member's teaching effectiveness, a record of professional activity throughout the year and recommendations. The Profile is completed through the cooperation of the faculty members and its contents reviewed in a conference between the faculty member and his Chairman before submission to the Dean of the College. The accumulated record of Professional Profiles is of critical importance in questions of promotion and tenure.

5.18 FACULTY INTERVIEW AND MOVING EXPENSES

Mercyhurst College policy is to share the travel expense of all faculty candidates invited for interview purposes to the College campus. In addition the College will provide room and board accommodations at the College while the candidate is on campus. If the candidate is offered a contract and accepts a position at Mercyhurst, the College will reimburse the candidate for his share of the travel expense of the initial interview. The College does not pay for moving expenses.

5.19 FACULTY OFFICES

Each faculty member is assigned to an office by the College Dean. The Divisions of Humanities, Business, Social Sciences, and the Department of Physical Education are located in Preston Hall; the Division of Education is housed on the third floor of Old Main; the Divisions of Natural Science and Mathematics, Creative Arts, Home Economics, and the Department of Environmental Studies are located in Zurn Hall. All offices in Preston and Old Main are private, while Zurn has both private and double offices.

The College equips all offices with desk and chair, bookcase and two sitting chairs. File cabinets and phones are also supplied to division and department directors. Faculty members who wish to add lamps, rugs, etc. to their office may do so at their own expense. Faculty members are responsible for all college equipment located in their office and will be billed for the loss or damage of such equipment. Keys to each office are available from the faculty secretaries and must be returned upon vacating of the office: Requests for replacement of lost keys or office repairs should be directed to the Director of Maintenance at Extension 246.

5.20 FACULTY OFFICE HOURS

Every Mercyhurst faculty member is expected to maintain at least six office hours a week. It is important that these office hours be posted on the office door along with instructions of how students may arrange an appointment. It is suggested that at least two office hours be maintained on Wednesday for the convenience of students who may have conflicting hours on class days. Since faculty availability to students is an essential characteristic of Mercyhurst, the faculty member's consistency in keeping his announced hours is considered an important part of his record.

5.21 FACULTY OUTSIDE EMPLOYMENT

Mercyhurst College believes that full-time teaching involving instruction, advising, research and committee work requires full-time attention. Therefore, faculty members under full-time contract are not permitted to engage in outside employment during the contract period without the knowledge and consent of the Division Chairman and the Dean of the College. As a general rule faculty are permitted to accept teaching assignments at other colleges or institutions only under unusual circumstances of institutional or personal need. Seldom is permission granted for more than two such teaching assignments in an academic year. Outside employment such as consulting or other such activities which demonstrably advances the professional skill and reputation of the faculty member is generally permitted as long as such activities do not interfere with the regular college responsibilities of the faculty member. Non-professional outside employment is discouraged as non-productive to the professional reputation of both the College and the faculty member. Summer employment is not considered a part of the regular contract period and is not covered by the above provisions.

5.22 FACULTY PARKING

Free parking for all faculty members is available in Weber, Zurn, Briggs and McAuley parking areas. All faculty cars must post a College parking sticker available at no cost from the Mercyhurst Security Department (bottom floor of Preston). Faculty who park in restricted areas are subject to the same fines and towing as the rest of the College community. All faculty members who operate a private vehicle on the campus must furnish evidence of automobile insurance coverage as required by the "No-Fault Insurance Law."

5.23 FACULTY PART-TIME

Faculty who are employed by the College on a per course basis carry the rank of Lecturer. Compensation for part-time faculty is $750 per course which is payable in two installments, half at the end of five weeks and the remaining half upon the completion of the course. Part-time faculty are not members of the College Senate nor are they eligible for faculty fringe benefits or other faculty privileges although prior service up to a total of twenty-four courses or three years may be recognized

towards faculty rank and salary if the part-time teacher receives a full-time contract. Part-time faculty, however, are subject to the general College policies governing full-time faculty contained in Section Five of the Faculty Handbook except for those concerning outside employment, office hours, and health services. Part-time faculty are urged to contact the Business Office early in the term to complete the necessary withholding forms. Official College notices are mailed to the faculty member's home.

5.24 FACULTY SALARY INFORMATION

Faculty are on a 12 month pay period beginning on September 30 and ending August 31. Salaries are paid on the last calendar day of the month. If the last day falls on a weekend, payments are made on Friday. As a general policy the College does not permit salary cash advances.

5.25 FACULTY SECRETARIAL SERVICES

Faculty secretarial help is available in both Preston and Zurn Halls. The normal range of services offered to full-time faculty includes typing and reproduction of course syllabi, hand-outs, and tests. Twenty-four hours notice is required for completion of all work. The faculty secretaries will also type correspondence relevant to college or departmental business. Due to limited resources, the faculty secretaries cannot type articles, papers dissertations, or personal correspondence. Faculty who need secretarial help in preparing manuscripts may apply to the Faculty Affairs Committee for aid from the Faculty Development Fund. The Faculty Secretaries' Office is located in 109 Preston and in the Lobby of Zurn. They are open from 9:00 am-3:30 pm Monday through Friday.

5.26 FACULTY TRAVEL AND CONVENTIONS

As a general policy the College encourages faculty members to attend professional conventions and meetings. The extent of this activity depends each year on the availability of funds but normally the College will pay up to $100 for approved faculty trips. The College will consider payments in excess of $100 only if the travel funds of the budget permit. Faculty members who wish a cash advance on an approved trip must complete a cash advance request form (available in the Business Office) and submit the completed form to the Business Office at least **three days** before the funds are needed. Upon return from the trip faculty members must also submit, within a week, to the Business Office an accounting of the funds received including documentation (receipts, etc.) to support the expenses incurred. Faculty who do not properly report their expenses will be liable for the expenses incurred, nor will the College approve any further travel until this process has been satisfactorily completed. Faculty members who do not receive cash advances and expend their own funds on a trip may request reimbursement up to the approved $100 limit upon proper presentation of documented expenses. Faculty members who use their own vehicles in traveling in behalf of the College are reimbursed at the current rate of 10¢ per mile. As a general policy, the College will honor only reasonable charges for room and board while traveling.

6. APPENDICES

6.1 COLLEGE SENATE CONSTITUTION

PREAMBLE

The Faculty, Students, and Administration of Mercyhurst College, to achieve the aims and objectives of a Christian, Liberal Arts College, do hereby establish a College Senate and affirm the following as the official Constitution and Bylaws governing this body.

Article I

— Title —

This organization shall be known as the Mercyhurst College Senate.

Article II

— Purpose —

Section 1—The general purpose of this Senate is to provide the President and the Board of Trustees with the leadership, guidance, assistance, and advice needed from the faculty, administration and student body for the College to fulfill its stated purposes and objectives. It is understood that the Senate exercises only recommending power as final decision-making authority rests with the legal incorporators of the College, the Board of Trustees, and its representative the President of the College.

Section 2—The Senate shall have authority to initiate, review and recommend policies to the College President with regard to:

A. Academic Affairs including such matters as academic standards and regulations, new majors, general design of the College curriculum, graduation requirements, new college-wide programs, admission standards, and statement of College objectives.

B. Campus Life including standards governing conduct, discipline, living conditions, publications, athletic, social, and cultural activities and student services such as health, counseling and campus ministry.

C. Administration and Operations including standards for operation of support services such as the Learning Resource Center, Business Services, Budget, and Operations.

Article III

— Membership —

Section 1—The president of the College shall be an ex-officio, non-voting member of the Senate.

Section 2—The voting members of the Senate shall be the elected representatives, to number five (5) each, of the full-time administrators, faculty and students of the College.

Section 3—All full-time administrators, persons with full-faculty status and the officers and members of the Representative Union of the Students shall be eligible for election to the Senate. No person shall be eligible for election to more than one constituency. Representatives shall be elected to the Senate each year to serve two-year terms with each constituency electing two (2) representatives one year and three (3) the next. Nominees not elected to the Senate shall stand as alternates for a period of one year. In case a member is unable to complete the two-year term, the Senate will name a substitute from the departing members constituency. The substitute will be chosen from the list of alternates, proceeding according to the order of the election results. Should none of the alternates be available to serve, the Senate may select a substitute from the proper constituency. Members may serve a maximum of two consecutive two-year terms.

Section 4—Elections shall be held during the last week of April each year. The Senate secretary shall send each constituency the list of its eligible nominees. Eligible voters shall return the ballots within five (5) days, listing six (6) candidates in the order of preference. Votes shall be weighted, with first choice receiving six (6) points, second five (5) ,and so on. The secretary shall then send to each constituency its alphabetical list of the ten highest nominees. From this slate, representatives shall be chosen in the numbers described above (Article III, Section 3). The term of office begins on May 15.

Section 5—A Senate member may be recalled by a two-thirds majority vote of the constituency from which he was elected for reasons of incompetency, nonperformance, violation of contract, or for other serious cause. A recall vote may be initiated by either the Senate or the constituency of the Senate member. In the former case, the Senate may, by a simple majority vote of the Senate, distribute a recall ballot to the Senate member's constituency. In the latter case the Senate must distribute a recall ballot to that Senate member's constituency upon receipt and formal review of a recall petition signed by 40% or more of the Senate member's constituency.

Article IV

— Officers —

Section 1—The elected officers of the Senate shall include a president and a vice-president. A secretary who will have neither membership nor vote will be assigned from the staff secretarial pool to carry out the designated functions of the position. The president shall call and preside over all Senate meetings. He shall present Senate resolutions to the appropriate administrative officer and represent the Senate on the Board of Trustees and before the College officers. In conjunction with the Agenda Committee, he shall be responsible for nominating committee members, establishing the agenda of Senate meetings and coordinating the work of the standing and **ad hoc** committees. He shall be guided in all his responsibilities by the advice and consent of the Senate. In addition, the president shall issue an annual report of the Senate activities to the College community.

The vice-president shall act in the absence of the president and assist him in any necessary way. The vice-president shall also complete the term of the president in the event he is unable to fulfill his duties.

The secretary shall keep accurate lists of Senate and committee members, prepare and distribute minutes at least one week before a scheduled Senate meeting, and supervise the next election of Senate members. The secretary shall also publicize the agenda and time of each Senate meeting at least one week prior to the meeting.

Section 2—All voting members of the Senate shall be eligible to hold office. The term of office shall be two years and no officer shall serve more than one term in the same office. The term of office for all officers shall begin on May 15 and continue for the next 24 months.

Section 3—The election of officers shall take place at the May meeting and the procedures shall be as follows:

A. As many as four (4) candidates for president shall be nominated from the floor.

B. Senate members, by secret ballot, shall list the candidates in the order of their choice.

C. Votes shall be weighted, with first choice receiving four (4) points, second three (3), and so on.

D. The persons receiving the highest and second highest numbers of votes shall be president and vice-president respectively.

Article V

— Meetings —

Section 1—The Senate shall meet on the fourth Wednesday of every month. Other meetings shall be called at the discretion of the Agenda Committee or at the written request of one-third of the voting members.

Section 2—A two-thirds majority of the voting members shall constitute a quorum. The secretary shall call the roll at the beginning of each meeting and indicate whether a quorum is present.

Section 3—All questions shall be decided by a simple majority of the votes cast. The president shall call for a roll call or secret ballot if there appears to be considerable division of sentiment on a question. The secretary shall determine the eligible voters in the event of a formal roll or secret vote.

Section 4—Non-voting members may speak at Senate meetings upon the recognition of the presiding officer. Visitors, however, may speak only with the approval of the Senate.

Section 5—The meetings of the Senate shall be conducted according to Robert's Rules of Order, except in those cases where explicitly stated procedures constitute exceptions thereto. A parliamentarion shall be appointed by the Senate President with the consent of the body.

Article VI

— Agenda Committee —

Section 1—The Senate shall be administered by the Agenda Committee, composed of the following: the President of the Senate and one member each from the elected administrative, faculty and student representatives to the Senate, with each group selecting its own.

Section 2—The Agenda Committee shall arrange agenda for and call all meetings of the Senate. The committee shall also be responsible for informing the College community of pending Senate business. To that end, it shall call a meeting of committee chairpersons during the week following the committee meetings in order to review committee work and accept any proposals to be acted on by the Senate. It is the further responsibility of the Agenda Committee to publish a committee proposal two (2) weeks prior to the Senate meeting during which it will be acted upon in order to afford the College community an opportunity to discuss the proposal with their representatives.

Article VII

— Standing Committees —

Section 1—The following are the standing committees established by the Senate:

A. Academic Policies—This committee, with the Vice-President for Academic Services or his designate as an **ex-officio** voting member, has the authority to study and recommend policy concerning general graduation requirements, academic standards, existing academic regulations and programs, both credit and non-credit. It has responsibility for approval of changes in the basic structure of the academic calendar, changes in the grading structure, exceptions to academic regulations, and periodic evaluation of all learning programs—credit and non-credit—including renewal of majors, and guidelines for introducing new majors. This committee will also hear all academic appeals and rule on them.

B. Long-range Planning—This committee, with the Academic Vice-President or his designate as an **ex-officio** voting member, has the authority to study and recommend changes in the general design of the College program, both curricular and extra-curricular, to make College goals more attainable. Committee members should "brainstorm," read current literature on educational trends, develop new ideas and assess their impact on various facets of the College. Any proposal presented to the Senate should include this assessment and a mode of evaluating the new program. The Committee should be attempting to plan five years in advance of the College program. The Consortium, the Continuum, Region X cooperation, ELBA, Weekend College, and/or funding proposals which affect the entire College would be considered by this committee. The Vice-President of Business Services should be a resource person for this committee.

C. Learning Resource Center—This committee has the authority to study and recommend policy as regards the operation and administration of the Learning Resources Center; specifically, it has responsibility for review and evaluation of the guidelines by which budget funds are allocated in the library, media services and curriculum library, and of policies governing acquisition of print and non-print materials. The director of the LRC shall be an **ex-officio** voting member.

D. Admissions—This committee has the authority to study and recommend policy as regards admissions standards; specifically, it has responsibility for review and evaluation of admission policy and for review of applications which do not meet the established guidelines for admission. The Director of Admissions shall be an **ex-officio** voting member.

E. Campus Life—This committee has the authority to study and recommend policy as regards all non-academic aspects of both resident and non-resident students; specifically, it has responsibility to recommend policy regarding rules of student conduct, for review and evaluation of policy and operations of such programs as health services, counseling services, campus publications, campus social and cultural events, student union, and residence halls. The committee may also act as a court of appeal in disciplinary cases, recommending action to the Director of Student Services. In exercising its appeal function, the committee is governed by the College principles on student rights and freedoms. The Director of Student Services shall be an **ex-officio** voting member.

F. Christian Life—This committee has the authority to plan and provide religious programs and activities that will serve both resident and non-resident students; specifically, mindful of the Christian heritage of Mercyhurst College, it has the responsibility to enlist the interest and effort of administration, faculty and students in creating a climate in which Judaeo-Christian values are respected and practiced. The Director of Campus Ministry shall be an **ex-officio** voting member.

G. Budget—This committee has the authority to study and recommend policy as regards the general College budget; speficically, it has responsibility for review and evaluation of the College budget at three stages of its formulation:

1. the setting of assumptions and priorities; 2. after a preliminary budget has been written and prior to its submission to the Budget and Finance Committee of the Board of Trustees; 3. after any revisions which may have been mandated by the aforementioned Trustee committee and prior to its resubmission thereto. It is understood that, should the President submit a budget which lacks committee approval, the nature of the committee's disagreement will be noted as a matter of record. The vice-president of Business Service shall be an **ex-officio** voting member.

H. Athletics—This committee has the authority to study and recommend policy as regards the non-curricular athletic programs conducted by the College; specifically, it has responsibility for review and evaluation of the men's and women's intramural programs, for the setting of policy guidelines for the conduct of men's and women's intercollegiate programs in such matters as eligibility, allocation of budget funds, addition and deletion of sports, and appointment and re-appointment of coaches. The Director of Athletics shall be an **ex-officio** voting member.

I. Administrative Practices and Operations—This committee has the authority to study and recommend policy as regards the general conduct of administrative offices; specifically, it has responsibility for review and evaluation of hiring and appointment practices, particularly as they relate to affirmative action, of space allocations, alterations and additions to the physical plant, and of the procedures for maintenance of buildings and grounds. In addition, this committee shall serve as an advisory board to the President with regard to funding proposals related to College-wide non-academic programs and in matters pertaining to relations between the College and the Sisters of Mercy. The College President or his/her designate shall be an **ex-officio** voting member.

J. Affirmative Action—This committee, chaired by a chairperson elected from its members and having as ex-officio voting member the Affirmative Action Director of the College, has the authority to facilitate the College's compliance with legal status, directives, and professional recommedations pertaining to the civil rights of all College personnel and applicants. Specifically, the committee is authorized to research, educate, and recommend regarding:

a) the recruitment, hiring, retention, and discharge of female, minority, and all other personnel in all job categories, especially where deficiencies in the recognition of civil rights are found to exist.

b) the elimination and prevention of inequities in all job categories regarding compensation, recognition, fringe benefits, opportunities, promotion, retention, and discharge.

c) the development, review, and up-dating of the affirmative action plan of the College.

d) the equal opportunity of students in the areas of dormitory policies, scholarships—athletic and academic—athletic opportunities special supportive programs, and use of facilities, without respect to race, sex, national origin, color, age, religion, or socio-economic condition.

e) the establishment and maintenance of a representative student population through active recruitment of minority and other basic student groups.

The committee will also recommend, as a result of judicial procedures which it will also develop, the equitable solution of grievances regarding discrimination and other abuses related to affirmative action requirements. The judicial competence of the committee has three forms:

a) the hearing of grievances as requested by individuals, groups, or corporate segments of the College.

b) the hearing of appeals on grievances unresolved in other corporate segments of the College.

c) the hearing of cases initiated by the committee itself as a result of its own research.

Section 2—The membership of all committees—to be composed of two (2) administrators, two (2) faculty members, and two (2) students—shall be nominated by the Agenda Committee and appointed with the advice and consent of the Senate. The term of appointment shall be two years. No committee member may serve more than two consecutive terms on the same committee, nor may any member serve on more than one committee. In addition, no elected member of the Senate may serve on a standing committee. If an administrator designated to serve as an **ex-officio**, voting member of a standing committee should be elected to the Senate, that individual will be replaced as designated member of the affected committee by another administrator to be selected by the Senate as a whole. Committee members who leave the College will be replaced by a person from the same constituency, and the replacement will be appointed by the Senate. Committee members who fail to function may be removed, at the request of any committee member, upon a two-thirds vote of the Senate.

Section 3—Disposition of matters before the committees shall be determined by a simple majority of the votes cast. No committee action shall be legal unless at least half the membership is present.

Section 4—The committees shall meet on the first Wednesday of every month. Other meetings may be called as needed, at the discretion of the chairperson or the Agenda Committee of that Senate.

Section 5—The Senate is authorized to establish **ad-hoc** committees when necessary. Membership of such committees, like that of the standing committees, shall consist of two (2) administrators, two (2) faculty members, and two (2) students. The Senate shall designate operational guidelines and life-span of all **ad-hoc** committees.

Section 6—It is the responsibility of all committee chairpersons to present all completed committee business to the Agenda Committee of the Senate and to submit a written annual report of committee work to the Senate.

Article VIII

— Amendments —

Section 1—Amendments to the Constitution may be made at regular or special meetings of the Senate. Notice of the proposed alteration or amendment shall be included in the notice of the meeting sent out by the Secretary. If an amendment is proposed at a regular or special meeting, it shall be voted upon at the next regular or special meeting. Rules for publication of the proposed amendment for the College community shall be the same as those pertaining to committee business (Article VI, Section 2). At least two-thirds of the Senate membership must vote on the amendment. A two-thirds majority of those voting is necessary to effect the change.

MERCYHURST COLLEGE

ERIE, PENNSYLVANIA

6.2 EVALUATION OF FACULTY PERFORMANCE—FORM G

1975-76

1. NAME: _____ DATE: _____
   Last First Middle

2. DIVISION: _____ DEPARTMENT: _____

3. DEGREES HELD: B.A. _____
   College

   M.A. _____
   University

   PH.D. _____
   University

4. PRESENT RANK: _____ YEARS IN PRESENT RANK: _____
   (Includes this year)

5. SIGNATURE: _____ YEARS AT MERCYHURST: _____
   Division Chairman

TO DEPARTMENT CHAIRPERSONS:

Before completing this form, you will find it helpful to read carefully the NORMS for promotion in rank in the faculty handbook. Your attention is invited to the seriousness of the decision required of the College when there is question of promotion. Chairmen should keep in mind that **evidence** is required both for promotion and the refusal of promotion. Consequently, whenever possible, state the factual evidence and its sources and indicate the weight you attach to the evidence.

Faculty should not be allowed to drift. In fairness to the faculty and to the College the evaluation contained within should be forthright and should be discussed with the faculty member before submission.

Please return the form, when completed, to the Vice President of Academic Services by

_____.

I. TEACHING EFFECTIVENESS

Please rate this faculty member in the following areas through a checkmark (V).

	Outstanding		Above Average		Average	Below Average	
	4.0	3.5	3.0	2.5	2.0	1.5	1.0
1. KNOWLEDGE OF SUBJECT							
2. COURSE ORGANIZATION							
3. CLASSROOM PREPARATION							
4. CLASSROOM PRESENTATION							
5. CLASSROOM EVALUATION							
6 ACHIEVEMENT OF COURSE OBJECTIVES							
7. ABILITY TO INTEREST STUDENT							
8. ABILITY TO STIMULATE THOUGHT							
9. AVAILABILITY TO/INTEREST IN STUDENTS							
10. FULFILLMENT OF PROFESSIONAL DUTIES*							
11. GENERAL EFFECTIVENESS AS A TEACHER							

GENERAL COMMENT: Elaborate on teacher's primary strength and weakness; include recommendation for improvement suggested to faculty member)

II. PROFESSIONAL ACTIVITY

1. LIST OF MEMBERSHIPS HELD BY FACULTY MEMBER IN PROFESSIONAL ORGANIZATIONS:

2. LIST CONVENTIONS, MEETINGS, SEMINARS, WORKSHOPS, ETC. ATTENDED BY FACULTY MEMBER IN THE PAST TWO YEARS: (include papers delivered.)

3. LIST TITLES OF RESEARCH PROJECTS OR GRANTS WHICH HAVE BEEN COMPLETED BY THE FACULTY MEMBER IN THE PAST TWO YEARS; INCLUDE THOSE PRESENTLY UNDER CONSIDERATION:

4. LIST ARTICLES/REVIEWS THAT HAVE BEEN ACCEPTED FOR PUBLICATION IN THE PAST TWO YEARS BY FACULTY MEMBER; INCLUDE THOSE PRESENTLY UNDER CONSIDERATION:

* INCLUDES CONSCIENTIOUSNESS IN KEEPING OFFICE HOURS, ATTENDING CLASSES, MEETING OFFICIAL DEADLINES, SUBMITTING SYLLABI, ETC.

5. LIST OFFICE/POSITIONS/COMMITTEES HELD BY FACULTY MEMBER IN PROFESSIONAL SOCIETIES FOR THE PAST TWO YEARS:

6. SUMMARIZE ADVANCED STUDY COMPLETED BY FACULTY MEMBER IN PAST TWO YEARS: (discuss exact degree status of faculty member if M.A. or Ph.D. not completed and include any plans for future education)

7. COMMENT ON GENERAL INTEREST/AMBITION AND ABILITY OF FACULTY MEMBER TO ACHIEVE DISTINCTION IN THEIR MAJOR FIELD. (include recommendation/advice given to faculty member to improve their professional development.)

III. COLLEGE/COMMUNITY SERVICE

1. DISCUSS CONTRIBUTION AND LEADERSHIP ROLE OF FACULTY MEMBER TO THE DEPARTMENT/DIVISION:

2. DISCUSS ACTIVITY OF FACULTY MEMBER ON SENATE COMMITTEES: (include leadership positions)

3. DISCUSS EFFECTIVENESS OF FACULTY MEMBER AS STUDENT ADVISOR; COMMENT ON AVAILABILITY TO AND INTEREST IN STUDENTS:

4. LIST ACTIVITIES, AND EXTENT OF INVOLVEMENT IN COMMUNITY AFFAIRS. (include appearances in behalf of college for the past two years):

IV. RECOMMENDATIONS

1. DO YOU RECOMMEND THE RETENTION OF THIS FACULTY MEMBER FOR THE NEXT ACADEMIC YEAR? IF NOT, WHY NOT?

2. HAVE YOU ATTACHED ANY CONDITIONS TO THE FUTURE EMPLOYMENT OF THIS FACULTY MEMBER AT MERCYHURST COLLEGE? (Please discuss fully.)

3. DO YOU BELIEVE THAT THIS FACULTY MEMBER HAS THE QUALITIES NECESSARY TO EARN TENURE IN YOUR DEPARTMENT/DIVISION? IF NOT, WHY NOT?

4. DO YOU RECOMMEND ADVANCE OF THIS FACULTY MEMBER TO THE NEXT ACADEMIC RANK? IF NOT, WHY NOT?

5. WHAT SALARY DO YOU RECOMMEND FOR THIS FACULTY MEMBER IN THE NEXT CONTRACT YEAR?

PRESENT SALARY	RECOMMENDED SALARY
$----------	$----------
1975-76	1976-77

6.3 SIR Faculty Evaluation Form

SIR Report Number

This questionnaire gives you an opportunity to express anonymously your views of this course and the way it has been taught. Indicate the response closest to your view by blackening the appropriate oval. Use a soft lead pencil (preferably No. 2) for all responses to the questionnaire. Do not use an ink or ball point pen.

SECTION I Items 1-20. Blacken one response number for each question.

NA (0) = Not Applicable or don't know. The statement does not apply to this course or instructor, or you simply are not able to give a knowledgeable response.
SA (4) = Strongly Agree. You strongly agree with the statement as it applies to this course or instructor.
A (3) = Agree. You agree more than you disagree with the statement as it applies to this course or instructor.
D (2) = Disagree. You disagree more than you agree with the statement as it applies to this course or instructor.
SD (1) = Strongly Disagree. You strongly disagree with the statement as it applies to this course or instructor.

		NA	SA	A	D	SD
1.	The instructor's objectives for the course have been made clear	0	4	3	2	1
2.	There was considerable agreement between the announced objectives of the course and what was actually taught	0	4	3	2	1
3.	The instructor used class time well	0	4	3	2	1
4.	The instructor was readily available for consultation with students	0	4	3	2	1
5.	The instructor seemed to know when students didn't understand the material	0	4	3	2	1
6.	Lectures were too repetitive of what was in the textbook(s)	0	4	3	2	1
7.	The instructor encouraged students to think for themselves	0	4	3	2	1
8.	The instructor seemed genuinely concerned with students' progress and was actively helpful	0	4	3	2	1
9.	The instructor made helpful comments on papers or exams	0	4	3	2	1
10.	The instructor raised challenging questions or problems for discussion	0	4	3	2	1
11.	In this class I felt free to ask questions or express my opinions	0	4	3	2	1
12.	The instructor was well-prepared for each class	0	4	3	2	1
13.	The instructor told students how they would be evaluated in the course	0	4	3	2	1
14.	The instructor summarized or emphasized major points in lectures or discussions	0	4	3	2	1
15.	My interest in the subject area has been stimulated by this course	0	4	3	2	1
16.	The scope of the course has been too limited; not enough material has been covered	0	4	3	2	1
17.	Examinations reflected the important aspects of the course	0	4	3	2	1
18.	I have been putting a good deal of effort into this course	0	4	3	2	1
19.	The instructor was open to other viewpoints	0	4	3	2	1
20.	In my opinion, the instructor has accomplished (is accomplishing) his objectives for the course	0	4	3	2	1

SECTION II Items 21-31. Blacken one response number for each question.

21. For my preparation and ability, the level of difficulty of this course was:
   - 1 Very elementary
   - 2 Somewhat elementary
   - 3 About right
   - 4 Somewhat difficult
   - 5 Very difficult

22. The work load for this course in relation to other courses of equal credit was:
   - 1 Much lighter
   - 2 Lighter
   - 3 About the same
   - 4 Heavier
   - 5 Much heavier

23. For me, the pace at which the instructor covered the material during the term was:
   - 1 Very slow
   - 2 Somewhat slow
   - 3 Just about right
   - 4 Somewhat fast
   - 5 Very fast

24. To what extent did the instructor use examples or illustrations to help clarify the material?
   - 4 Frequently
   - 3 Occasionally
   - 2 Seldom
   - 1 Never

Questionnaire continued on the other side.

Copyright © 1971 by Educational Testing Service. All Rights Reserved.
No part of the Student Instructional Report may be adapted or reproduced in any form without permission in writing from the publisher.

572MRC33P200

25. Was class size satisfactory for the method of conducting the class?

1. Yes, most of the time
2. No, class was too large
3. No, class was too small
4. It didn't make any difference one way or the other

26. Which one of the following best describes this course for you?

1. Major requirement or elective within major field
2. Minor requirement or required elective outside major field
3. College requirement but not part of my major or minor field
4. Elective not required in any way
5. Other

27. Which one of the following was your most important reason for selecting this course?

1. Friend(s) recommended it
2. Faculty advisor's recommendation
3. Teacher's excellent reputation
4. Thought I could make a good grade
5. Could use pass/no credit option
6. It was required
7. Subject was of interest
8. Other

28. What grade do you expect to receive in this course?

1. A
2. B
3. C
4. D
5. Fail
6. Pass
7. No credit
8. Other

29. What is your approximate cumulative grade-point average?

1. 3.50-4.00
2. 3.00-3.49
3. 2.50-2.99
4. 2.00-2.49
5. 1.50-1.99
6. 1.00-1.49
7. Less than 1.00
8. None yet--freshman or transfer

30. What is your class level?

1. Freshman
2. Sophomore
3. Junior
4. Senior
5. Graduate
6. Other

31. Sex:

1. Female
2. Male

SECTION III Items 32-39. Blacken one response number for each question.

		Not applicable; don't know, or there were none.	Excellent	Good	Satisfactory	Fair	Poor
32.	Overall, I would rate the textbook(s)	0	5	4	3	2	1
33.	Overall, I would rate the supplementary readings	0	5	4	3	2	1
34.	Overall, I would rate the quality of the exams	0	5	4	3	2	1
35.	I would rate the general quality of the lectures	0	5	4	3	2	1
36.	I would rate the overall value of class discussions	0	5	4	3	2	1
37.	Overall, I would rate the laboratories	0	5	4	3	2	1
38.	I would rate the overall value of this course to me as	0	5	4	3	2	1

39. Compared to other instructors you have had (secondary school and college), how effective has the instructor been in this course? (Blacken one response number.)

One of the most effective (among the top 10%)	More effective than most (among the top 30%)	About average	Not as effective as most (in the lowest 30%)	One of the least effective (in the lowest 10%)
5	4	3	2	1

SECTION IV Items 40-49. If the instructor provided supplementary questions and response options, use this section for responding. Blacken only one response number for each question.

	NA									
40.	0	1	2	3	4	5	6	7	8	9
41.	0	1	2	3	4	5	6	7	8	9
42.	0	1	2	3	4	5	6	7	8	9
43.	0	1	2	3	4	5	6	7	8	9
44.	0	1	2	3	4	5	6	7	8	9
45.	0	1	2	3	4	5	6	7	8	9
46.	0	1	2	3	4	5	6	7	8	9
47.	0	1	2	3	4	5	6	7	8	9
48.	0	1	2	3	4	5	6	7	8	9
49.	0	1	2	3	4	5	6	7	8	9

If you would like to make additional comments about the course or instruction, use a separate sheet of paper. You might elaborate on the particular aspects you liked most as well as those you liked least. Also, how can the course or the way it was taught be improved? PLEASE GIVE THESE COMMENTS TO THE INSTRUCTOR.

If you have any comments or suggestions about this questionnaire (for example, the content or responses available), please send them to: Student Instructional Report, Educational Testing Service, Princeton, New Jersey 08540.